

# Economic Revitalization CIP Timeline



**Action**

Completed CIP application package is submitted to City of Windsor

CIP application is reviewed by staff and scheduled for an upcoming Standing Committee Meeting

Development and Heritage Standing Committee consider CIP application

City Council consider CIP application

Development occurs, increased taxes are paid, annual grant payments commence

**Requirements**

- Pre-consult with City of Windsor
- Completed application form
- Business Plan summary
- Plans and/or drawings for the proposed development

- Respond to feedback from City staff
- Provide additional information and/or revise application (if necessary)

- Attend standing committee meeting
- Provide presentation (up to 5 minutes) and/or answer questions

- Attend Council meeting
- Be available to answer questions

- Review, sign and register CIP agreement on property title
- Confirm jobs retained/added
- Submit eligible invoices
- Complete statutory declaration and legal opinion